

Who is a Foreign National?

A 'foreign national" is any person who is not a U.S. citizen or a person who is not a naturalized citizen.

Frequently Asked Questions

- Q. Is a foreign national the same as an 'alien'?A. Yes. The terms 'foreign national" and "alien' are used interchangeably.
- **Q.** Is a person with a U.S. 'green card' considered a foreign national?
- **A.** Yes. Lawful permanent resident aliens, who have a resident alien registration card (INS Form 1-551), commonly known as a "green card," retain their foreign nationality and must be considered "foreign nationals".
- Q. What about dual nationals?
- **A.** A person who is a citizen of the U.S. and another country may be treated exclusively as a U.S. citizen when in the United States.

Who can sponsor/escort a Foreign Visitor?

U.S. Military personnel, CAC holders, military retirees, and dependents are authorized to sponsor individuals onto an installation they are affiliated with/assigned to, however, NOT authorized to vouch for non-U.S. individuals. All foreign visitors must be identity proofed, vetted, and have a visitor pass to gain access to installations. Contractors, Civilian retirees and foreign nationals can NOT sponsor/escort a foreign visitor.

Where do I find the 'Unescorted Access Request' Form

Visit http:www.jbsa.mil Search: Unescorted Access Request

Identification Credentials

- Foreign passport with a temporary (I-1551) stamp or temporary (I-1551) printed notation of a machine readable immigrant visa
- Permanent Resident Card/Alien Registration Receipt Card
- An employment authorization document that contains a photograph (Form I-766)
- A current/valid driver's license or identification card issued by the state or outlying possession of the United Sates
- Identification card issued by Federal. State, or local government agencies containing a photograph and biographic information

Foreign Disclosure Office 502 SFG/S2 210-652-5762

Fmail:

502SRG.MAS.JBSA ForeignRequest@us.af.mil

Official Foreign Visitors

The following process outlines official foreign visitors, U.S. Citizens working for a foreign government assigned and/or visiting Joint Base San Antonio (JBSA).

The embassy of the visitor(s) country submits a Foreign Visitor Request (FVR) via the Foreign Visitors System (FVS).

The request is forwarded to the respected Military Branch of Service. The Service Foreign Disclosure Office forwards it to the sponsoring unit. The visit request must be approved by the unit commander. Once approved, the unit must provide a POC. If denied, request alternative dates for the visitor/visit, if possible.

Installation Foreign Disclosure Office (FDO) will receive the approved FVR from AETC/IAD for Air Force visits, and other Services Foreign Disclosure Offices such as, ARSOUTH, ARNORTH, USAMEDCOM, AMEDDC&S, IMCOM, NORTHCOM, etc.

Installation FDO will track all foreign visitors to the applicable location i.e., JBSA-Lackland, JBSA-Fort Sam Houston, JBSA-Randolph, JBSA-Camp Bullis.

Installation FDO will review the Foreign Visitors Request (FVR), Invitational Travel Order (ITO). The FDO will send an approval email to the respective Security Forces Squadron, Visitors Control Center.

Security Forces personnel will verify the visitor's orders, passport or visa and issue access credential/pass.



The following process outlines the procedures for foreign nationals access to installation at Joint Base San Antonio (JBSA).

U.S. Serviceman Foreign National Family and Friends

The following process is for foreign friends and family visiting a service members (active duty or retirees), or joining a Service member (sponsor) to on installation activities at Joint Base San Antonio (JBSA).

The Service member (sponsor) will complete a Unescorted Access Request Form with the following information for each visitor: Dates of visit, base/facility to be visited, sponsor for visitors, sponsor's unit, purpose of visit, full name, date of birth, place of birth, passport number, and drivers license.

Information will be emailed to 502 SFG/S2 (FDO) 502SRG.MAS.JBSA ForeignRequest@us.af.mil

ten days prior to visit. Once the background check is completed approval or denial will be forwarded to the requestor and the respective Security Forces Squadron, Visitors Control Center.

The sponsor and foreign friend or family member will be processed for access at the applicable Visitor Control Center (VCC). The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

Foreign National Contractor doing Business with a U.S. Government Agency

The following process is for foreign visitors representing a corporation doing business with a U. S. Government Agency on the installation. The Foreign Visitor is NOT representing their country government.

The Corporation (Contractor) will provide the following information for each visitor to the U.S. Government Agency: Dates of visit, base/facility to be visited, full name, company, date of birth, place of birth, passport number and drivers license.

The U.S. Government Agency will complete a Unescorted Access Request Form and submit to 502 SFG/S2 (FDO) via email:

502SRG.MAS.JBSA_ForeignRequest@us.af.mil

ten days prior to visit. Once the FDO vetting is completed, approval or denial will be forwarded to the requestor and the respective Security Forces Squadron, Visitors Control Center.

The foreign visitors (contractor) will be processed for access at the applicable Visitor Control Center (VCC). The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

Foreign Nationals Family and Friends

The following process is for friends and family visiting a members of foreign national personnel assigned to Joint Base San Antonio (JBSA) under the following programs: Military Personnel Exchange Program (MPEP), Country Liaison Officer (CLO), Guest Instructor (GI).

The international MPEP, CLO, and/or GI personnel will notify their host organization no later than **15 duty days** prior to the visit and request a pass for the duration of the expected visit. The following information will be provided for each visitor: proposed dates of visit, base/facility to be visited, purpose of visit, visitor's name, date of birth, citizenship, place of birth, identification and/or country of origin passport number.

The international MPEP, CLO, or GI personnel unit will complete a Unescorted Access Request Form and submit to 502 SFG/S2 (FDO) via email: 502SRG.MAS.JBSA_ForeignRequest@us.af.mil

ten days prior to visit. Once the background check is completed approval or denial will be forwarded to the requestor (unit) and the respective Security Forces Squadron, Visitors Control Center.

Upon approval the foreign guest will visit the location Security Forces Visitor Control Center. The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

NOTE: DLI/IAAFA students do not have Escort or Sponsorship privileges.



CONTRACTORS with Foreign Nationals

The U.S. Government Agency (sponsor) will provide the following information for each contractor via email to 502 SFG/S2 (FDO) via email: 502SRG.MAS.JBSA_ForeignRequest@us.af.mil ten days prior to visit.

					1							
Unescorted Access Request					Unescorted Access Request							
"FOUO, This document contains information exempt from mandatory disclosure under the FOIA. Title 5 U.S.C. 552 (b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."					"FOUO, This document of This document also contains	ontains information exe personal information th	atory disclosure under the by the Privacy Act of 1974	sure under the FOLA. Title 5 U.S.C. 552 (b) (6) applies. cy Act of 1974 and must be safeguarded from unauthorize				
	SPECIAL SECURITY REQUIREMENTS: IAW AFMAN 31-113, paragraph 3.7.1.3.3, "It is the sponsoring organization's responsibility to ensure the visit is properly recorded and documentedand the local AFOSI unit is notified when foreign visitors arrive and depart the installation.					disclosure."						
On the day of visit and when the foreign visitors have departed the installation, email AFOSI, at AFOSI.FIS11.Clmbx@us.af.mil indicating time of arrival and departure from the installation.					IV: Guest Information							
		Sponsor Informati	ion			14. Enter information for all persons 18 years of age or older (in alphabetical order).						
1. Title	2. Last Name, First Name MI	3. Duty Phone	4. Cell/Home Phone	5. DoD ID Number		Last Name, First Name, MI	DOB (DD/MMM/YY)	ID Type	ID Number	State of Issue	VCC Use Only	
Mr	John Doe	221-1111	(210) 123-4567	# on back of CAC		Smith, Jane A	7-Jul-61	DL	123456	TX		
6. Organiz	ration/Home Address	7. Email Address				Mexico (Place of Birth)		Perm Res	678910			
john.doe.civ@mail.mil							Passport	109876				
II: Access Details							Visa	987654				
8. Categor	y of Access 9.1	Location	10. Time Fram	e]							
✓	Contractor/Vendor	✓ JBSA-FSH		nute lead time for entry)								
	Personal Services	JBSA-SAMI	MC From Date	27-Oct-17								
	Delivery/Pick-Up (Ex: Pizzo Delivery/Non Driver Status) Visitor/Volunteer JBSA-CB To Date 02-Jan-18											
	Special Event	JBSA-LAK	To Time									
▼ Foreign National JBSA-RND Days of the Week				(
11. Reason for Access (Specify) Install Equipment 12. Contracted Company Sponsored or Special Event Name Contractors Company Name, Contract Number, and Contract Period Sunday Monday Tuesday Wednesday Thursday Friday												
					1							
					11							
EXAMPLE: Bobs Maintenance / SAM17-123456 / 1 Oct 17 - 2 Jan 18 Saturday												
III: Visitor Center Use Only				1								
13. Tracking Number Vetted Date Posted Date (For EAL Use)												
	NCIC III	ALERTS										
Rec	eived Date		ECP Posted Location (For	EAL Use)								
	SFMIS	TSDB										
Digital/Wet Signature of Verifier							Tracking Number					
IV: Foreign Disclosure Office Use Only						To submit requests alials on one of			_			
14. Received Date Vetted Date Approved					the location identifiers below JBSA-FSH JBSA-SAMMC JBSA-CB JBSA-LKD JBSA-RND		John Doe 15. Sponsor's Digital or Wet Signature					
Case Name Posted Date Denied												
Digi	ital Signature of FDO											



FRIENDS AND FAMILY of Foreign Nationals

The Service member (sponsor) will provide the following information for each visitor via email to 502 SFG/S2 (FDO) 502SRG.MAS.JBSA ForeignRequest@us.af.mil *ten days* prior to visit.

Unescorted Access Request						Unescorted Access Request							
"FOUO, This document contains information exempt from mandatory disciosure under the FOLA. Title 5 U.S.C. 552 (b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disciosure." SPECIAL SECURITY REQUIREMENTS: IAW AFMAN 31-113, paragraph 3.7.1.3.3, "It is the sponsoring organization's responsibility to ensure the visit is					"FOUO, This document of This document also contains	NA. Title 5 U.S.C. 5 d must be safeguard	52 (b) (6) applies. ed from unauthorized						
	ecori Frequirements: IAW AFMAN ded and documentedand the local AFOSI unit			ponsibility to ensure the visit is		disclosure."							
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I: Sponsor Information					14. Enter information for all persons 18 years of age or older (in alphabetical order).								
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6. Organization/Home Address 7. Email Address				Mexico (Place of Birth)		Perm Res	678910						
john.doe.civ@mail.mil							Passport	109876					
II: Access Details				1			Visa	987654					
8. Category of Access 9. Location 10. Time Frame													
	Contractor/Vendor	✓ JBSA-FSH	,	inute lead time for entry)									
	Personal Services	JBSA-SAMN	MC From Date	27-Oct-17									
I	Delivery/Pick-Up (Ex: Pizzo Delivery/Non Driver Stotuz) Delivery/Pick-Up (Ex: Pizzo Delivery/Non Driver Stotuz) JBSA-CB To Date												
✓ Visitor/Volunteer			To Date		29-Oct-17								
	Special Event	JBSA-LAK	To Time				1						
✓ I	Foreign National JBSA-RND Days of the Week		Week										
Sunday /					1								
11. Reason for Access (Specify) Monday													
Graduation, visit family, etc Tuesday Wednesday													
12. Contracted Company Sponsored or Special Event Name Thursday													
Friday													
			Saturday	✓									
III: Visitor Center Use Only													
13. Track	ing Number	_	Vetted Date Poste	ed Date (For EAL Use)	1								
	NCIC III	ALERTS											
Recei	ved Date	E	CP Posted Location (Fo	r EAL Use)									
	SFMIS	TSDB											
Digital/Wet Signature of Verifier													
IV: Foreign Disclosure Office Use Only]	To anhanitana ana M		umber						
14. Received Date Vetted Date Approved				1	the location identifi	To submit requests click on one of the location identifiers below		John Doe					
Case Name Posted Date Denied					JBSA-FSH JBSA-SAMMO JBSA-LKD JBSA-RND	JBSA-FSH JBSA-SAMMC JBSA-CB 15. Sponsor's Digital or Wet Signature							
Digital Signature of FDO							_						